



SGMT is looking for an ADMINISTRATIVE ASSISTANT (full time, permanent)

Seventh Generation Midwives Toronto is looking for a dynamic and enthusiastic individual to take on the position as our **Administrative Assistant**. We are a midwifery practice group in Toronto that opened in January 2006. We provide midwifery care to the general population but we focus our outreach and services to Toronto Indigenous families. **Indigenous identified candidates are especially invited to apply.**

Responsibilities:

- To provide general reception duties such as front line greeting of clients and visitors, answering phone, directing calls, faxing, email, filing, etc.
- Managing the midwives appointment scheduling, booking and confirming appointments
- To assist with the smooth functioning of the office
- To ensure clients rights to confidentiality

Qualifications:

- 1 year experience working in medical office environment or relevant training/certification (i.e. Medical Office Admin Program, Health Services program) an asset
- Excellent communication skills, both written and oral
- Ability to work both independently and collaboratively, strong understanding of independent follow up and follow through
- Excellent knowledge of computer programs and applications including Microsoft Office and Internet
- Knowledge of Indigenous services and organizations in Toronto
- Knowledge of other languages an asset, particularly any Indigenous languages, French or Spanish
- Some post-secondary education an asset

If you don't think you fit all the 'Qualifications' but you think you would be great at this job apply anyway and tell us why.

Full time hours with some flexibility, **must be able to work evenings**

Send your **resume AND a cover letter** to:

Anna and the Hiring Committee

c/o Seventh Generation Midwives Toronto

Post: 525 Dundas Street East, 2nd Floor, Toronto, ON M5A 2B6

Email: officecoordinator@sgmt.ca

Fax: 416 530 7478

Miigwetch for your interest. Only those selected for an interview will be called.